# Work Order Maintenance:

# Split Work Orders

# Splitting Work Orders

It may become necessary to split a contract line item across work orders that were not originally associated with the line item when the contract was first established.

If a work order line item is missing from one of the work orders on a contract it can be "split off" the line item from one work order number to another, thus allowing the appropriate funding source to be charged for the work.

By splitting a work order, the funding can be transferred from the original source to a different (destination) source by:
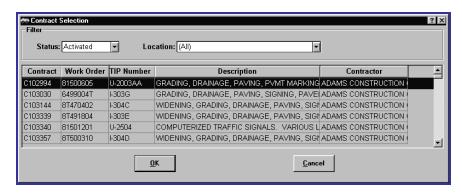
◆ Deducting quantities from the original source.

◆ Establishing additional quantities as an overrun for the destination source.

**Step 1:** Log onto HiCAMS, using the instructions in the section "HiCAMS Getting Started."

**Step 2:** Select **Functions→ Work Order Maintenance→Split Work Order**.

The Work Order Split window appears:

**Step 3:**   Click the book icon to the right of the Contract field.

The **Contract Selection** window displays:



**Tip:** *The information in the window is sorted by contract number in ascending order. To change the sort order or type, click on the corresponding column title.*

By default, the contracts displayed in the window are those associated with your office.

**Step 4:**   To select a contract from another location, select it from the list box in the Location field.

**Tip:** *You can also choose the option All, to display all available contracts that have been activated.*

**Step 5:**   Find the contract to select from the list in the window, using the scroll bar, if necessary.

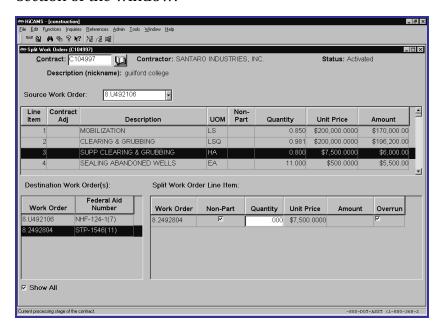**Step 6:**   Click **OK**.

The **Work Order Split** window displays.

The *Source Work Order* field enables you to retrieve a list of either one of the following:

◆   All line items for all of the work orders associated with the selected contract.

◆   All line items associated with one specific work order in the contract.

**Step 7:**   According to the description above, select a filtering option from the Source Work Order drop-down list, to assist in locating the work order line item you want to split.

The line items that correspond to this selection appear in the center of the window. The first line item is selected automatically.

All of the work order numbers that are *not* associated with the selected line item appear in the *Destination Work Order* section of the window:



**Step 8:**   Select the work order line item to split from the list in the center of the window.

In the Non-Participating column in the center of the window, "1" indicates that the work order is *non-participating*; a blank field indicates that the work order is *participating*.
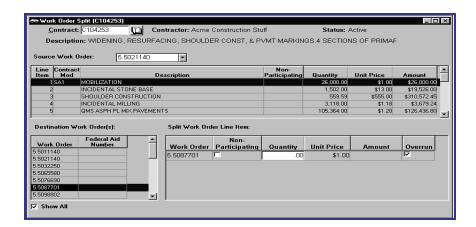
**Step 9:**   To split the selected line item with a *different non-participating code* than the one displayed in the center of the window, go to the *Show All* check box under *the Destination Work Orders* section of the window and check the box.

When checked, *all* work orders for the selected contract appear in the Destination Work Orders list.

**Step 10:**   From the *Destination Work Orders* list, click the work order number to split the selected line item and drag it to the Split Work Order Line Item section of the window.

>    **Note:**   *If the work order and its corresponding non-participation code already exist together in the system, the system will not allow you to complete this step; this is because the system will not allow you to duplicate work order line items.*
>
>    *If a work order that appears in the Destination Work Orders section does **not** have the selected line item associated with it, you can drag the work order number over to the Split Work Order Line Item section of the window twice. This will split the work order line item as participating and non-participating, if desired.*



**Step 11:**   In the *Split Work Order Line Item* section of the window, indicate whether or not the split work order line item is Non-Participating or Participating by using the Non-Participating check box. For non-participating line items place a check mark in the check box; for participating line items clear the check box.

>    **Note:**   *If the work order and its corresponding non-participation code already exist together in the system, the system will not allow you to complete this step; this is because the system will not allow you to duplicate work order line items.*

**Step 12:**   Type the quantity for the split line item in the *Quantity* field.

**Step 13:**   The system default characterizes the split as an overrun because this is the most common situation. If the split work order line item is a *deduction* rather than an overrun, clear the check mark from the *Overrun* field.

**Step 14:**   Click the **Save** button on the toolbar.

**Tip:**   *If the split work order line item was defined as a deduction rather than an overrun, the system adjusts the quantity for the line item in the center of the window, automatically, when you save your work.*